State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name: State Technical Standards Committee
Recorder: Sherri McGee
Facilitator: Terry Savage/Dave McTeer
Date: December 22, 2005
Time: 10:00 a.m. to 11:30 a.m.
Location: IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	tsavage@doit.nv.gov	X
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	
James Brady	Dept of Information Technology	775.684.5891	jfbrady@doit.nv.gov	X
Chuck Conner	Dept of Motor Vehicles	775.684.4578	cconner@dmv.state.nv.us	
Shawn Curby	Dept of Information Technology	775.684.4319	scurby@doit.nv.gov	X
Jeff D'Amario	Public Utilities Commission	775.684.6192	jdamario@puc.state.nv.us	
Chris DeSocio	Public Employees Benefits	775.684.7000	cdesocio@peb.state.nv.us	
Lon DeWeese	Housing Div	775.687.4258	nhd@nvhousing.state.nv.us	
Eric Dugger	Legislative Council Bureau	775.684.6810	edugger@lcb.state.nv.us	
Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	
Jack Harris	Dept of Information Technology	775.684.7379	jharris@doit.nv.gov	X
Ted Hendricks	Public Works	775.684.4147	THENDRICKS@spwb.state.nv.us	X
Ernie Hernandez	Health Div	775.684.5923	ehernandez@nvhd.state.nv.us	
Dana Hines	Library and Archives Division	775.684.3370	dlhines@clan.lib.nv.us	X
Tony Injayan	Purchasing Div: Administration	775.684.0176	tinjayan@purchasing.state.nv.us	
Chris Ipsen	Health Div	775.684.4230	cipsen@nvhd.state.nv.us	X
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	
Otto Lynn	Div of Child and Family Services	775.687.9020	odlynn@dcfs.state.nv.us	X
Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
Teri J. Mark	Library and Archives Div	775.684.3323	tjmark@clan.lib.nv.us	X
Dorothy A. Martin	Dept of Transportation	775.888.7750	dmartin@dot.state.nv.us	
Jon Mathews	Dept of Information Technology	775.684.5843	jmathews@doit.nv.gov	X
Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	X
Glenn Meyer	Welfare Division	775.684.0580	gmeyer@welfare.state.nv.us	X
Chuck Moltz	Office of the Attorney General	775.684.1151	CMMOLTZ@ag.state.nv.us	X
Lorraine T. Newlon	Div of Consumer Affairs	702.486.9777	lnewlon@fyiconsumer.org	
Dan O'Barr	Dept of Correction	775.887.3271	dobarr@doc.nv.gov	
Randy Potts	Dept of Information Technology	775.684.5625	rpotts@doit.nv.gov	
Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	X
Grant Reynolds	Dept of Business & Industry	775.687.4250	greynolds@dbi.state.nv.us	
Lani Smith	Dept of Public Safety	775.684.4800	lsmith@dps.state.nv.us	
Dan Stockwell	Dept of Information Technology	775.684.7300	stockwel@doit.nv.gov	
Andrew Tucker	Gaming Control Board	775.684.7715	atucker@gcb.nv.gov	
Janie Ware	Div of Child and Family Services	775.687.9027	jware@dcfs.state.nv.us	X
Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	X

Guest Attendees

Name	Agency	Telephone	E-Mail Address	
Alisanne Maffei	Dept of Information Technology	775.684.5855	awmaffei@doit.nv.gov	X

DISCUSSION HIGHLIGHTS

1. Terry Savage introduced Jack Harris from the Department of Information Technology. He will be replacing Dan Stockwell on the Committee.

2. **Approval of August 2005 Meeting Minutes:** Sherri McGee asked that items 16-19 be marked as closed. The meeting minutes from the November 2005 Technical Standards Committee (TSC) meeting were approved with those changes. (Motion – Ray Watley; 2nd – Jon Mathews)

3. **Open Office and Microsoft XML Standard:** Terry Savage asked the committee if they wanted to address Open Standards and Open Source going forward. Chris Ipsen commented that agencies should not have to pay for access to their own information in regard to proprietary platforms. Terry mentioned that you pay either way and agencies should decide based on best return. Terry asked Sherri McGee to distribute his presentation on the cost of Open Source. Teri Mark mentioned the State needs open standards to maintain access to archived records. Chris Ipsen said that agencies should be able to pick the best solution for their needs while maintaining access going forward. Terry Savage's goal is to minimize total cost to the tax payer regardless of what that platform might be. Sherri McGee mentioned that the group should address this issue by writing a data standard. The Committee agreed to keep Open Standards and Open Source as separate agenda items for upcoming meetings.

4. **Discussion and Vote on Draft Standards:**

    Email Standard – Shawn Curby; waiting to get feedback from the Attorney General on 6.3.1.6 and 6.4.2.1 to fill in the blanks. Teri Mark wants a reference to the "email as a record policy" in section 6.4 which covers retention. Dana Hines questioned the word "can" in section 6.7.4. It was decided to change "can" to "may." Ray Watley wanted clarification on what "shared folders" meant and asked that section 6.5.1 be changed to be more descriptive in what is meant by synchronization. Terry Savage asked that the scope of the standard change to indicate that the primary email system in the State of Nevada is the email system maintained by the Department of Information Technology. The Email Standard, with discussed changes, was approved unanimously by all committee members in attendance. The Email Standard will proceed to NITOC for final approval.

    Authentication Standard – Sherri McGee asked that the actual security standard reference number be included in the scope section. Dana Hines wanted to know why directory services were not included in the standard. It was decided by the Committee to address directory services at a later date. Dana Hines asked that 6.1.1 be changed from "budget unit" to "state agency." The Authentication Standard, with discussed changes, was approved unanimously by all committee members in attendance. The Authentication Standard will proceed to NITOC for final approval.

    Hardware Standard – Dana Hines asked if the title should be changed to include the word "upgrade." The Committee did not want to change the title. Teri Mark asked that A and B in section 2.0 be combined. The Hardware Standard, with discussed changes, was approved unanimously by all committee members in attendance. The Hardware Standard will proceed to NITOC for final approval.

5.   There was discussion by the Committee that the Charter needs to be edited to reflect the voting and approval process. It was determined that the Standards will go forward by a majority vote of those in attendance at the TSC meetings. Also, members may send a representative to cast their vote if the member is unable to attend.

6.   Sherri McGee asked that the approved drafts have the final revisions made by the sub-committee chairs and sent to her for distribution to NITOC.

7.   **Sub-Committee Reports:**

   - *Storage Standard* – Chris Ipsen; No action, should have draft for next meeting
   - *Backup and Recovery Standard* – Ready for final comments by committee. Sherri will check with Security Committee to see if they have any comments. Chuck Moltz would like a boilerplate SLA to include with the standard. Shawn Curby and Jon Mathews will send one to Chuck for review. DoIT's Attorney will need to approve.
   - *Database Standard* – Jack Harris will be writing a production grade database standard and will not address desktops. Ray Watley wants guidance for desktops. Chris Ipsen is concerned that all databases be addressed. Jack said they will be addressed separately.
   - *Software Standard* – Ready for comments by Committee.
   - *Computer Networking Standard* – Jon Mathews; No action, he will check with Dan O'Barr.

8.   Terry Savage wants the Committee to select more standards to be developed. The TSC's original "suggested standards" listing will be distributed for discussion at the next meeting.

9.   **New Business/Recommendations:**

   9.1   Sherri McGee stressed that all sub-committee members need to be included in the decision making process either via phone call, email or meetings. It was determined that Sherri McGee be copied on all correspondence and she will handle any notifications that may have been overlooked.

   9.2   Sherri McGee passed out a preliminary glossary for the State of Nevada to use for definitions. Alisanne Maffei stated that the IT Strategic Planning Committee has a statewide glossary already. Sherri McGee will send the glossary out to the Committee for review. Alisanne stated that any Governance Committee can make recommendations for changes or additions. Terry Savage wants NITOC to approve the glossary as the "official" State of Nevada Glossary.

   9.3   Terry Savage stated that Impact Statements need to be drafted before the next IT Strategic Planning Meeting.

   9.4   The next meeting date has changed to January 24th due to an IFC meeting

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Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to address the first round of Standards development	Need to have focused groups to develop standards by the January time-frame for the upcoming budget process	08/25/05
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05
9	The Committee agreed to extend the standards completion timeline	To allow time for review of standards by the TSC	11/16/05
10	The Committee approved the Email Standard	To send to NITOC for final approval	12/22/05
11	The Committee approved the Authentication Standard	To send to NITOC for final approval	12/22/05
12	The Committee approved the Hardware Standard	To send to NITOC for final approval	12/22/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Closed	10/27/05
4	08/25/05	Develop the Database Standard	Dan Stockwell	Open	
5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Open	
6	08/25/05	Develop the Backup and Recovery Standard	Chuck Moltz	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Open	
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	
10	08/25/05	Update the Software Standard	Tony Injayan	Open	

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Item No.	Date Opened	Description	Assigned To	Status	Date Closed
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Open	
12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Open	
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	
14	10/27/05	Develop Technical Standards Dictionary. This will be an agenda item for the next meeting.	Terry Savage	Open	
15	10/27/05	Sherri McGee will draft specifications on how to set standards.	Sherri McGee	Closed	11/16/05
16	11/16/05	Investigate why some (Policies, Standards and Procedures) PSPs deviate from the template and report back to the Committee on format issues.	Sherri McGee	Closed	11/21/05
17	11/16/05	Provide a definition for "agency" in the State of Nevada	Sherri McGee	Closed	11/21/05
18	11/16/05	Distribute information on Massachusetts ODF Standard	Sherri McGee	Closed	11/21/05
19	11/16/05	Get update from Chris Ipsen on Storage standard progress	Sherri McGee	Closed	11/21/05
20	12/22/05	Sherri McGee will distribute the ITSPC Glossary to the committee	Sherri McGee	Closed	01/10/05
21	12/22/05	Get Security approval for changes to the Backup standard	Sherri McGee	Open	